



# CITY OF SOCORRO

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CITY CLERK**

## **City of Socorro Small Business Grants Information**

**\*\*\* APPLICATIONS ARE FINAL UPON SUBMISSION, THEREFORE, ADDITIONAL INFORMATION WILL NOT BE REQUESTED OR CONSIDERED EXCEPT FOR THE DOCUMENTS LISTED BELOW.**

### **Qualifications**

1. Must be headquartered in New Mexico
2. Must have 50 employees or **fewer** full-time equivalents
3. Must have annual revenues of \$2 million **or less**
4. Must have been in business on March 1, 2020 or prior
5. Must have been forced to close or severely curtailed business operations as a result of closure orders from the state

### **Eligible Expenses**

#### **Business Continuity**

- A. Non-Owner employee payroll-COVID-19 related
- B. Rent-Missed or paid from savings, due to a lack of revenue
- C. Scheduled mortgage payments-Missed or paid from savings, due to a lack of revenue
- D. Insurance -Missed or paid from savings, due to a lack of revenue
- E. Utilities-Missed or paid from savings, due to a lack of revenue
- F. Marketing-COVID-19 related
- G. Loss of product as it relates to food loss in restaurants **will be allowable**

#### **Business Redesign**

- A. Reconfiguring physical Space
- B. Installing plexiglass barriers
- C. Purchasing web-conferencing or other technology to facilitate work-at-home
- D. PPE for employees
- E. **Temporary** structures to mitigate the spread of COVID-19. **Permanent** structures **may** be reimbursable

### **Documents Required**

- A. Application
  - a. Can be found at <https://www.socorronm.gov>
- B. Certificate of good standing (if applicable)-Secretary of State website
- C. Copy of payroll to include March 1, 2020
- D. Most recent payroll at time of application
- E. **Documentation of March and April 2019 total gross receipts**
- F. **Most recent taxes documenting net taxable income**
- G. Unemployment insurance tax documentation for the fourth quarter of 2019
- H. **Completed W9 Form**

- I. Voided Check or Bank Letter with Account/Routing Info (if applicable). Payments will be made directly into the small business bank account. By providing this information, you certify that the information provided is correct and you authorize the City of Socorro to initiate credits for corrections to the financial institution.

For questions regarding this program, please email [dmonette@socorronm.gov](mailto:dmonette@socorronm.gov) AND [lenachavez@socorronm.gov](mailto:lenachavez@socorronm.gov). After submitting your application and documentation, you will be notified of your award within ten (10) business days. The first award cycle will run from October 1, 2020 until October 31, 2020. The first round of awards will be limited to \$3,000.00 until the City can analyze the demand for this program. After October 31<sup>st</sup>, the City will review the demand and any remaining funds. If funds are still available, a second round of awards will be offered.

Funds will be provided on a reimbursement basis. (Grantees must submit clear copies of invoices and proof of payment. This is required for federal audit purposes.) (Documentation regarding payroll expenses **will be required**.)

The first submission for reimbursement should be for eligible COVID-19 related expenses for the period from March 1, 2020 until June 30, 2020.

*Applicants must be aware that applying for this grant may result in not being eligible to apply for other federal grants. Also, COVID-19 expenses previously paid by the PPP or EIDL funds are not eligible for a second reimbursement. Grant awards will also be reported as income for awardees and 1099s will be issued.*

Random site visit to awardees' businesses will take place to ensure compliance with orders.

LEGAL NOTICE: By submitting an application, you certify that the information provided in the application is true and that the expenses will not be reimbursed through other CARES Act funds. You understand this grant is for expenses incurred between March 1, 2020 and December 30, 2020.

You understand that knowingly making a false statement to obtain this grant or providing expenditures that do not qualify may result in the applicant refunding all reimbursed expenditures to the Department of Finance & Administration.